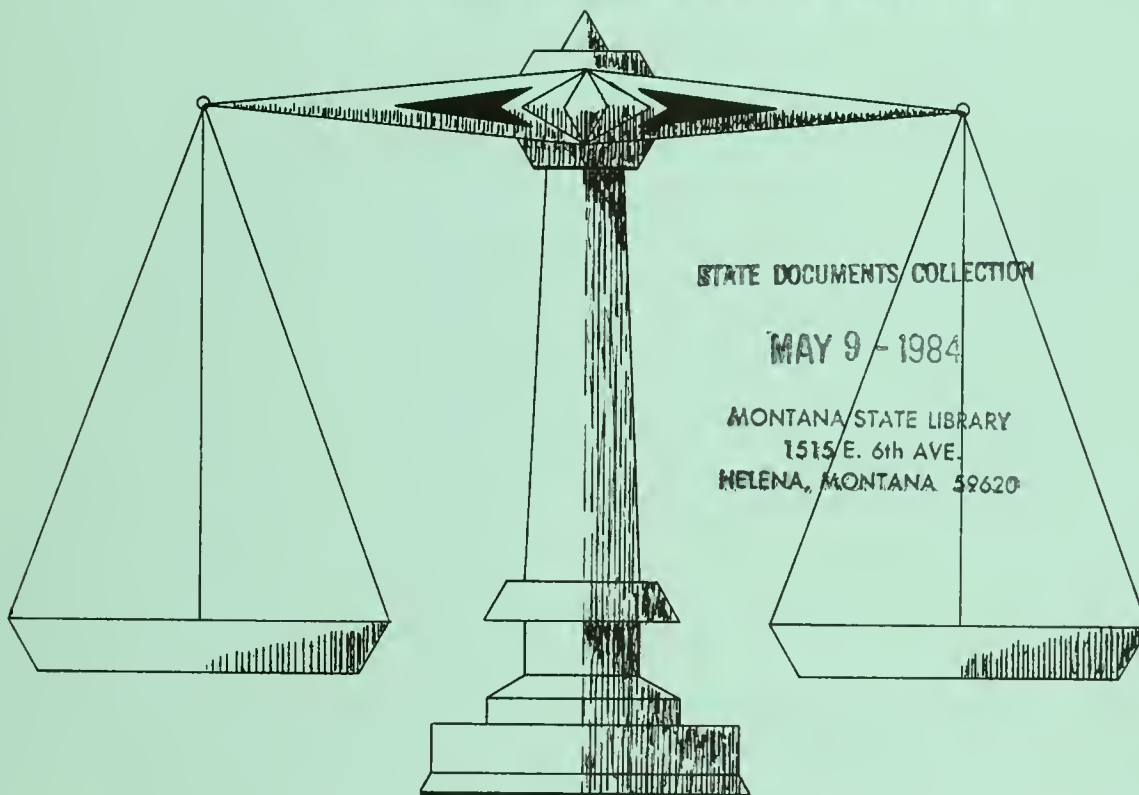


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AFFIRMATIVE ACTION PLAN

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MONTANA DEPARTMENT OF HIGHWAYS

1984-85 EEO PROGRAM UPDATE

DIRECTOR - GARY J. WICKS

MANAGER, CIVIL RIGHTS UNIT - BETTY R. TAYLOR

EXTERNAL EEO COMPLIANCE SPECIALIST - VICKY A. KOCH

DISADVANTAGED BUSINESS ENTERPRISE PROGRAM MANAGER - PEG M. DOLAN

INTERNAL EEO COMPLIANCE SPECIALIST - DAVE McLAUGHLIN

AUDITOR II - RONALD E. BURNS

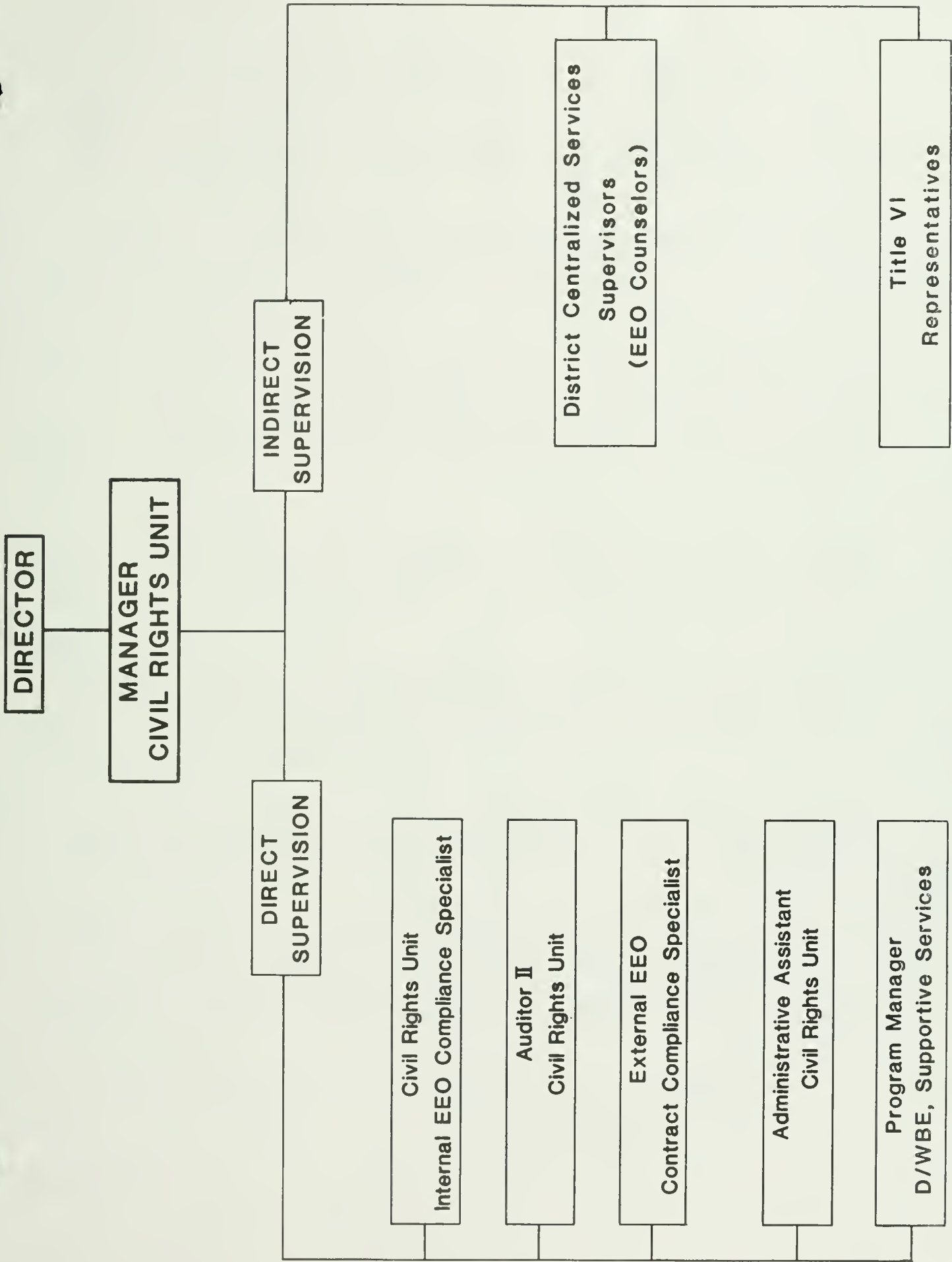
PART II
MONTANA DEPARTMENT OF HIGHWAYS
EMPLOYMENT

MDOH POLICY #3-0605

- A. Accomplishments For Past Year
 - 1. Program Overview
 - 2. Progress on Action Items in Previous Update
 - 3. Progress on Hiring Goals and Time Tables
- B. Action Items Planned for Next Year
- C. Response to Official FHWA Recommendations

PART III: EMPLOYMENT STATISTICAL DATA

- A. Underrepresentation Information
- B. Five-Year Hiring Goals
- C. EEO-4 Form
- D. Handicapped Employment Information



INTERNAL EQUAL EMPLOYMENT OPPORTUNITY PROGRAM POLICY STATEMENT

Whether discrimination is based on sex, race, color, religion, national origin, age, handicap (mental or physical), marital status, or political belief, employees of the Montana Department of Highways are entitled to the opportunity to work in an environment free of discrimination.

Because of my strong commitment to Equal Employment Opportunity, I have delegated the Department Division Administrators and District Engineers to implement the current Affirmative Action Program. The chief objective is to equalize access to all levels of agency employment for those classes of people who have traditionally been denied equal access - minority group members, women and the handicapped.

To insure the handicapped are not discriminated against, the Department will make reasonable accommodations needed to enable qualified handicapped employees and applicants to satisfactorily perform the duties of Department positions except where the required accommodations would create an undue hardship on the Department. Such accommodations might include rearranging furniture, providing special equipment such as a taller desk or limited job restructuring.

Equal Employment Opportunity is a program involved with areas of employment including: recruiting, advertising, hiring, transferring, promoting, demoting, training, compensation, benefits, layoffs, terminating, and all conditions of employment to see that employees are treated equitably and consistently.

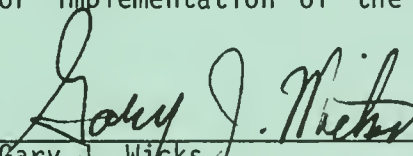
Affirmative Action is a temporary program to achieve Equal Employment Opportunity and eliminate the effects of past discrimination. Accountability for the Affirmative Action Program lies with each supervising authority. Supervisors will be held accountable for attaining Affirmative Action Goals. Their performance on reaching these goals will be monitored in accordance with the MDOH's Performance Appraisal System.

In the event discrimination occurs, employees are protected against retaliation for lawfully opposing any discriminatory practice. This protection includes filing an internal grievance, initiating an external administrative or legal proceeding, or testifying in or participating in any of the above.

I will act to prevent discrimination in the Department of Highways. To enforce the full range of liability and protection created by Title VII, of the Civil Rights Act of 1964, Department employees must know their rights and be informed of the available avenues of recourse. This information is available through the Department's Civil Rights Unit. Each employee in this Department is personally responsible for implementation of the Affirmative Action Program.

January 10, 1984

Date



Gary J. Wicks
Director of Highways

Policy # 3.0605.1

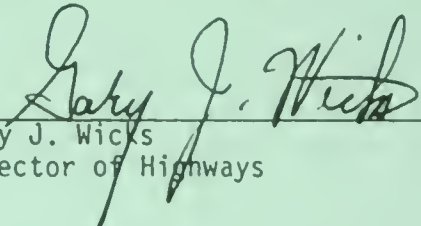
SEXUAL HARASSMENT POLICY STATEMENT

Employees of the Department of Highways are entitled to the opportunity to work in an environment free of discrimination, whether it is based on sex, race, color, religion, national origin, marital status, political belief, age or handicap. Sexual harassment is one form of discrimination that undermines the integrity of the employment relationship, lowers morale, interferes with productivity, and adversely affects the careers of Department employees. Sexual harassment, which affects employment decisions or creates an offensive working environment, is both a prohibited personnel practice under the Montana Human Rights Act, the Governor's Executive Order No. 7-82, and a violation of Title VII of the Civil Rights Act of 1964.

A mutually acceptable relationship can turn into sexual harassment if unwelcome advances are continued. Department employees should distinguish mutual, acceptable, social relationships, which do not encroach on the working environment, from sexual harassment. Any deliberate or repeated unsolicited comments, gestures, or physical contact of a sexual nature, which are unwelcome, constitute sexual harassment.

State employment demands from each of us the highest standards of honesty, integrity, and impartiality when carrying out the business of the Department of Highways. Sexual harassment and other conduct which violates these standards will not be condoned or tolerated. It is the policy of the Department of Highways to take direct and immediate action when informed of violations and enforce the full range of liability and protection created by Title VII, the Montana Human Rights Act, and the Governor's Executive Order No. 7-82. Each of us is personally responsible for making this policy work.

January 10, 1984
Date



Gary J. Wicks
Director of Highways

Policy #3.0620

March 1, 1984

9

PART II: INTERNAL EEO PROGRAM

A. ACCOMPLISHMENTS FOR PERIOD 9-8-82 THROUGH 11-30-83

1. Program Overview:

The Montana Department of Highways (MDOH) Civil Rights Unit underwent a reorganization this past year. The EEO/Labor Compliance Specialist was transferred from the Construction Bureau to the Civil Rights Unit. The Internal EEO Compliance Specialist will be cross-training in the EEO/Labor Compliance area during the coming year. The External Compliance Specialist will also be cross-training into the Internal EEO program.

The position of Auditor was added to the staff of the Civil Rights Unit, effective October 1, 1983. This position will be primarily responsible for auditing certified DBE/WBE and prime contractors to determine if the receipt, control, expenditure of funds, and profit and loss statements are accurate and in accordance with the DBE/WBE regulations.

The Departmental Discrimination Complaint Policy and Procedure was revised in November, 1983. The revised policy is more comprehensive and reflects the new format for policies used by the Montana Department of Administration.

A new position has been approved for the five field districts. The proposed duties and responsibilities include the areas of Safety, Training, Personnel and EEO. The position description should be completed by February, 1984. The position description is required to be approved by the Montana Department of Administration (MDOA) before it can be posted and filled. This position will be of assistance to the Civil Rights Unit in getting EEO material disseminated to employees in the field. Some of the recommended EEO/AA duties for this position include:

1. Employee orientation
2. Conduct semi-annual EEO/AA meetings for all District employees
3. Assume the duties of District EEO Counselor
4. Assist EEO/Labor Compliance specialist with problems concerning heavy and highway contractors on projects in the District.

Of the 19 action items in the 1982-84 update, 14 were completed, 2 were eliminated due to an arbitrator's decision concerning a union grievance, and 3 will be continued into next year.

Complaints of Discrimination:

Refer to chart on page 8.

Complaints of Discrimination Filed During 1982-83

ISSUE Selection	Sex of Complainant		Min.	Because of:		Sex	Nat'l Origin	Religion	Age	Handicap	Type of Complaint	
	Male	Female		Race	Color						Formal	Informal
Promotion	*3,4	7				7				3,4	3,4,7	
Work Assignment		2				2						2
Discipline												
Removal												
Job Classification												
Sexual Harassment		6				6						6
Different Treatment												
Reduction in Force	1,8,9								9	1,8	1,8,9	
Employment	5									5	5	
TOTALS												

*Note: These numbers (3, 4, 7, etc.) refer to the numbers in the comments column below.

Comments: 1. Not resolved - Still being investigated by the Montana Human Rights Commission (MHRC)

2. Resolved.
3. Resolved.
4. Resolved.
5. Resolved.
6. Resolved.
7. Resolved.
8. Not resolved - Still being investigated by the MHRC.
9. Not resolved - Still being investigated by the MHRC.

2. PROGRESS ON ACTION ITEMS IN 1982-84 UPDATE:

There were 19 action items in the 1982-84 Update. Following are the most critical items and the progress made on each. Due to the large number of items in the 1982-84 Update, only the most critical ones will be included here. The report on the remainder of the action items and items of understanding will be submitted separately with this Update.

Action Item #1: Manual Tracking System:

Develop a manual tracking system that will continue until such time as the Montana Department of Administration computerized system is working and reliable. The manual system will be used to analyze personnel actions in the areas of new hires, promotions, and terminations.

Accomplishment:

The manual applicant flow system has been developed and is being used. MDOH is currently working with MDOA to develop a computer program to analyze the applicant flow data. In the meantime, MDOH is developing its own computer program to analyze applicant flow data. The Civil Rights Unit has requested a computer terminal be placed in the office so EEO/AA data may be entered more quickly.

Evaluation:

This item was partially completed. The manual system has been implemented. MDOA is still in the process of developing an applicant flow computer program.

MDOH is collecting data manually at present and quarterly reports are made to the Director. The Director has authorized a semi-annual reporting time frame for the 1984 calendar year.

Further Action:

This item will be modified and carried forward as Action Item 84-1 in Part II, B of this update.

Action Item #2: Applicant Flow System:

Develop a manual system to collect data necessary to analyze representation of minorities and women by groups, to compare the rate to local force rates, and to identify problems and solutions.

Accomplishment:

Essentially the same problem identified in Action Item #1 exists here. The Civil Rights Unit has been compiling the data by hand. MDOA is continuing to use their Applicant Flow Log (Form D). MDOH revised this form to obtain the information we need to analyze for FHWA. MDOH has discarded the old Form D's and the revised Form D's are available in the Department supplies as of December 9, 1983.

Evaluation:

This item was also partially completed. The data required is being compiled by hand and the Applicant Flow Log (Form D) has been revised. The Civil Rights Unit will continue to work with MDOA to obtain the information MDOH requires.

Further Action:

This item will be modified and carried forward as Action Item 84-2 in Part II,B of this update.

Action Item #3: Improve System for Disseminating EEO Information:

Develop a system to increase the awareness of EEO to all employees and provide a documented feedback to management.

Accomplishment:

1. The dissemination of EEO materials is included as a part of supervisors' performance appraisals. The first full year of appraisals was completed in December of 1983. The Manager, Civil Rights Unit, will monitor performance appraisals to ascertain if EEO standards are included. An evaluation of EEO/AA performance will also be conducted.
2. The Director's staff meeting minutes are distributed throughout the Department and are also placed on bulletin boards for employees to review. The Civil Rights Unit developed three EEO payroll flyers to be distributed to all employees statewide. The first was distributed with paychecks on September 28, 1983. The second was distributed in the same manner on January 18, 1984. The third one will be disseminated on February 29, 1984.
3. Memos are sent to hiring authorities when a vacancy exists that is underutilized. These memos are a reminder of the supervisors' EEO hiring responsibility.
4. The Civil Rights Unit submits articles for the Department employee newsletter, "The Interchange". The newsletter is distributed to all employees on a quarterly basis. The Civil Rights Unit visited each District at least twice during the past year. EEO briefings were conducted in each District. Internal EEO reviews were also conducted in the Billings and Glendive Districts.
5. A new position has been approved for all five Districts. This position will include duties from the areas of Safety, Training, Personnel and EEO. The position description should be developed by February, 1984, and is required to be approved by MDOA before it can be posted and filled.

Evaluation:

This item is partially completed. Department employees are more aware of EEO, but in conducting the Internal EEO Reviews and interviewing 25 survey aides in the field, it was discovered employees need more EEO information.

Further Action:

A new Action Item, 84-3, will be implemented to assure EEO information is disseminated to District employees through the new position approved for the five Field Districts.

3a. Progress on Minority Hiring Goals

EE04 Category	Beginning Employment on <u>October 1982</u>	Hiring Goal for Period	Actual Increase (New Hires- Promotions Reclassifications)	Losses for the Period	Ending Employment on <u>October 1983</u>	Goal Met	Net Gain	Loss
	Total Minority	Minority	Total Minority	Total Minority	Total Minority			
Officials/ Administrators	1	0		1	N/A			
Professionals	11	0		1	No			-1
Technicians	18	0		18	0			
Protective Service	3	0		3	N/A			
Paraprofessional*	0	0	0	0	0			
Clerical	3	0		2	1	N/A		-2
Skilled Craft	11	0	4		15	N/A	+4	
Service/ Maintenance	21	0			21	N/A		

* Only position that was underrepresented. Only position we had a goal set for and it was set for 1984. The only vacancies occurring in the paraprofessional category (E) were positions covered by union bargaining agreement.

3b. Progress on Female Hiring Goals

EE04 Category	Beginning Employment on October 1982	Hiring Goal for Period	Actual Increase (New Hires Promotions Reclassification)	Losses for the Period	Ending Employment on October	Goal 1983 Met	Net Gain	Loss
	Total Female	Female	Total Female	Total Female	Total Female	Total Female	Total Female	Total Female
Officials/ Administrators	9	0	+3		12	Yes	+3	
Professionals	26	2	+8		34	Yes	+8	
Technicians	55	2	+3	12	46	No		-9
Protective Service	7	0	+2		9	Yes	+2	
Paraprofessional	4	0		2	2	No		-2
Clerical	66	1		4	62	No		-4
Skilled Craft	0	1			0	No	0	0
Service/ Maintenance	2	5	7		9	Yes	+7	

B. ACTION ITEMS FOR UPDATE YEAR (3-1-84 to 2-28-85)

The following seven action items are planned for the 1984-85 AAP Update. Three are carryovers from the 1982-83 Update. These are Action Items 84-1, 2 and 3. Four new action items resulted from program evaluations - Action Items 84-4, 5, 6 and 7.

Due to a change in personnel in Region 8, FHWA, no annual FHWA EEO review was conducted. Therefore, there are no official recommendations on which to respond. During the interim review conducted by FHWA Region 8 in June, 1983, areas of emphasis were stressed. These areas of emphasis concern Action Items 1, 2 and 3 from the 1982-83 Update and will be carried forward and modified as Action Items 84-1, 2 and 3 in the 1984-85 Update.

Action Item 84-1: Tracking System

Objective: To obtain accurate data in the areas of transfers, promotions and terminations so a complete analysis can be performed in these areas.

Background: This item is carried forward from the 1982-83 AAP Update. The MDOH will revise its computer programs for transfers, promotions and terminations to reflect the same type data currently existing in the new hire and applicant flow programs.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Revise computer programs for transfers, promotions and terminations.	Civil Rights Unit Staff in conjunction with programmers in Data Processing Bureau	June, 1984
2. Prepare report for Director.	Manager, Civil Rights Unit	Semi-Annually
3. Cooperate with MDOA to receive proper EEO data.	Civil Rights Unit, MDOH Personnel Division Staff & State Personnel Staff, MDOA	December, 1984

Action Item 84-2: Applicant Flow System

Objective: To analyze applicant flow data for identification of potential problems in differential treatment or disparate effect in recruitment, referral or selection.

Background: Essentially the same problem exists in this action item as in Item 84-1 above.

MDOH is currently developing its own computer program to capture this data. MDOA had set up a committee to study the applicant flow issue. This was sidetracked due to a problem with the Veteran/Handicapped Preference law. The legislature met in special session beginning December 12, 1983 to change the preference law. The Governor signed the new

bill into law on December 21, 1983. A veteran or handicapped person must be substantially equally qualified before the preference applies. MDOA plans to reconvene the applicant flow committee in February or March, 1984. Funding to revise the applicant flow system runs out June 30, 1984.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Continue to use MDOH computer program for applicant flow data.	Manager, Civil Rights Unit	Semi-annually
2. Work with MDOA to receive proper applicant flow data.	Manager, Civil Rights Unit	June, 1984

Action Item 84-3: Improve System for Disseminating EEO Information

Objective: To create a position in the five Field Districts to assist in disseminating EEO information.

Background: Employees in the field generally have a limited awareness of EEO programs. EEO materials have been distributed to the field. During employee interviews conducted in the field this past summer it was ascertained employees were not adequately informed about the Affirmative Action Plan, Discrimination Complaint Policy and Procedure, and who the EEO Counselor is for the District.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Develop position description.	Personnel Administrator	February, 1984
2. Train personnel selected for this position.	Personnel Administrator, Manager, Civil Rights Unit	June, 1984
3. Monitor EEO knowledge of Field employees.	Manager, Civil Rights Unit	Monthly beginning July, 1984 until December, 1984

Action Item 84-4: Female Representation in Applicant Pool

Objective: To attempt to increase the number of female applicants for the Technician, Protective Services, Paraprofessional and Skilled Craft EEO-4 categories.

Background: The MDOH suffered female employee losses in the Technician, Protective Services, Paraprofessional and Skilled Craft categories during the past year. Historically, these areas have been difficult to fill with female employees because of union bargaining agreements and lack of qualified females.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Monitor position vacancies in these four EEO-4 categories.	Compliance Specialist, Civil Rights Unit	Monthly through 1984
2. Send EEO responsibility memos to hiring authorities for underutilized vacancies in these categories.	Compliance Specialist, Civil Rights Unit	As vacancies occur
3. Send vacancy announcements to female referral sources identified by the Civil Rights Unit.	Administrative Assistant, Personnel Division	As vacancies occur
4. Identify high school & college career days.	Civil Rights Unit Staff	July, 1984
5. Prepare career brochure on career opportunities in MDOH.	Compliance Specialist, Civil Rights Unit	August, 1984
6. Distribute to high schools and colleges.	Compliance Specialist, Civil Rights Unit	September, 1984
7. Attend high school and college career days on request.	Civil Rights Unit Staff, Personnel Division Staff (within budgetary constraints)	On request
8. Attempt to fill underutilized vacancies in these four categories using sex conscious selection procedures and affirmative action job orders.	All hiring authorities	As vacancies occur
9. Submit a status report to Division FHWA concerning the effectiveness of this item.	Civil Rights Unit	September 1, 1984

Action Item 84-5: Minority Representation in Applicant Pool

Objective: To attempt to increase the number of minority applicants for the Paraprofessional, Clerical and Professional EEO-4 categories.

Background: The MDOH suffered minority employee losses in the professional and clerical EEO-4 categories during the past year. When the E.O. Specialist from Region 8, FHWA, conducted the interim EEO Review in June, 1983, this problem was brought to the attention of Civil Rights Unit personnel.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Monitor position vacancies in these three EEO-4 categories.	Compliance Specialist, Civil Rights Unit	Monthly through 1984
2. Send EEO responsibility memos to hiring authorities for underutilized vacancies in these categories.	Compliance Specialist, Civil Rights Unit	As vacancies occur
3. Send vacancy announcements to minority referral sources identified by the Civil Rights Unit.	Administrative Assistant, Personnel Division	As vacancies occur
4., 5, 6 and 7 are the same as for Action 84-4 on Pg. 16.	Same as above	Same as above
8. Attempt to fill underutilized vacancies in these three categories using race conscious selection procedures and affirmative action job orders.	All hiring authorities	As vacancies occur
9. Submit a status report to Division FHWA concerning the effectiveness of this item.	Civil Rights Unit	September 1, 1984

Action Item 84-6: Monitoring the Upward Mobility Program

Objective: To monitor employee progress in upward mobility targeted positions.

Background: The Upward Mobility Policy (MOM Policy #3-0610) went into effect on May 17, 1983. The two most underrepresented classifications in the 1982-84 AAP Update were the Design Series and Engineering Technician Series. These positions were targeted for placement and monitoring of the program. Statewide training for implementing the Upward Mobility Program was completed in December, 1983.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
*1. Monitor position vacancies in the two targeted series.	Compliance Specialist, Civil Rights Unit	Weekly through 1984
2. Work with hiring authorities to designate an upward mobility position.	Administrator, Personnel Division, Manager, Civil Rights Unit, & Hiring Authority	As vacancies occur
3. Monitor monthly employee progress in upward mobility position(s).	Compliance Specialist, Civil Rights Unit, Personnel Specialist, Personnel Division	Monthly through Training Assignment
4. Work with Supervisor(s) and employee(s) experiencing problems in an upward mobility training assignment.	Compliance Specialist, Civil Rights Unit, Personnel Specialist, Personnel Division	As problems occur
5. Submit a status report to Division FHWA concerning the effectiveness of this item.	Civil Rights Unit	September 1, 1984
* NOTE: The two targeted classifications for the implementation of the Upward Mobility Program are both covered by a union agreement and this agreement will take precedence to the degree applicable. However, any position can be designated as an upward mobility position as long as the policy is followed.		

Action Item 84-7: EEO/AA Training for MDOH Employees

Objective: To provide EEO Training to as many supervisors, managers and employees as possible.

Background: This is an ongoing situation. EEO/AA case law changes constantly. Each year the Civil Rights Unit provides training statewide to MDOH personnel to apprise them of the contents of the current AAP Update and a specific EEO topic to be selected by current trends in EEO/AA issues and case law.

<u>Actions To Be Taken</u>	<u>Responsible Official</u>	<u>Target Date</u>
1. Develop training for "Conducting the Lawful EEO Interview".	Compliance Specialist, Civil Rights Unit	January, 1984
2. Conduct training for MDOH personnel (AAP and EEO Interview).	Compliance Specialist, Civil Rights Unit	April 15, 1984

*3. Attend EEO/AA training as dictated by the Training Policy (MOM Policy 3-0800) of two hours per year for every employee and supervisor.

All Supervisors,
Employees

December, 1984

* NOTE: Civil Rights Unit training may be used to meet the requirement or Supervisors may develop their own training using videos, etc.

C. RESPONSE TO OFFICIAL FHWA RECOMMENDATIONS

Due to a change in personnel in Region 8, FHWA, no annual FHWA EEO review was conducted. Region 8, FHWA reviewed the rough draft of the update, and the changes they suggested have been incorporated in the final draft.

PART III: EMPLOYMENT STATISTICAL DATA
A. Underrepresentation Evaluation
Total State Population as of 1980 = 786,690

h 1984

Occupational Group - EEO-4 Category	Available In Labor Market % Minority % Women	Present in DOH on 12/9/83 (Date) % Minority % Women	Representation Rate (+ or -) % Minority % Women
A Officials/ Administrators (48)	2.3% 14%	2.1% 6.3%	-.2% -7.7%
B Professionals (297)	1.9% 13.1%	3.4% 11.8%	+1.5% -1.3%
C Technicians (432)	0% 23.7%	4.4% 10.7%	+4.4% -13.0%
D Protective Service (72)	0% 22%	2.8% 12.5%	+2.8% -9.5%
E Paraprofessionals (28)	3.9% 24.1%	0% 7.14%	-3.9% -17.0%
F Clerical (73)	0% 40.5%	1.4% 84.9%	+1.4% +44.4%
G Skilled Craft (378)	0% 2.2%	3.4% .0%	+3.4% -2.2%
H Service Maintenance (300)	.5% 14.1%	7.3% 3.0%	+6.8% -11.1%

Occupational Group EO-4 Category	1984		1985		1986		1987		1988	
	Min.	Females	Min.	Females	Min.	Females	Min.	Females	Min.	Females
Officials/ Administrators	0	0	0	1	0	1	0	1	0	1
Professionals	0	2	0	3	0	2	0	3	0	2
Technicians	0	6	0	4	0	3	0	2	0	2
Protective Services	0	3	0	2	0	1	0	1	0	1
ParaProfessionals	0	1	0	1	1	1	0	1	0	2
Clerical	0	0	0	1	0	0	0	1	0	1
Skilled Craft	0	0	0	0	0	1	0	1	0	1
Service Maintenance	0	2	0	2	0	2	0	0	0	1

* Note: The achievement of these goals are contingent upon anticipated vacancies and subject to union bargaining agreement and the Montana Veteran's Preference Act to the extent applicable.

HANDICAPPED EMPLOYMENT INFORMATION

	Total Work Force	Handicapped	Percent Handicapped
Permanent Full time	1631	65	4.0%
All Other	149	5	3.4%

PART III: EMPLOYMENT STATISTICAL DATA

A. Underrepresentation Evaluation
Total State Population as of 1980 = 786,690

Occupational Group - EEO-4 Category	Total Employment in DOH 12/83	% Minority	Present in DOH on 12/83 % Women	Total Employment in DOH 12/82	% Minority	Present in DOH on 12/82 % Women
A Officials/ Administrators	48	2.1	6.3	43	2.3	0.0
B Professionals	297	3.4	11.8	317	3.5	5.6
C Technicians	432	4.4	10.7	483	3.5	11.8
D Protective Service	72	2.8	12.5	66	4.5	9.1
E ParaProfessionals	28	0.0	7.14	18	0.0	22.2
F Clerical	76	1.4	85.5	84	7.1	91.7
G Skilled Craft	378	3.4	0.0	358	3.4	0.0
H Service Maintenance	<u>300</u>	7.3	3.0	<u>342</u>	7.0	0.3
	1,631			1,711		

February 15, 1984
Effective Date -----

UNDERUTILIZED POSITIONS WITHIN THE MDOH
Fiscal Year 1984

PRIORITY					NUMBER
1 OR 2	EEO-4		CLASS		UNDERUTILIZED
UNDERUTILIZATION	CATEGORY	POSITION TITLE	CODE	GRADE	BY

Female Underutilization

1	A	Civil Engineer Manager I	005019	17	1
1	A	Civil Engineer Manager II	005020	18	1
1	A	Career Executive Assignment	188046	18	1
1	A	Career Executive Assignment	188047	19	1
1	A	Career Executive Assignment	188048	20	2

Total: 7

Female Underutilization

1	B	Engineer, Civil I	005014	12	1
1	B	Engineer, Civil II	005015	13	2
2	B	Engineer, Civil III	005016	14	1
1	B	Engineer, Civil IV	005017	15	1
1	B	Engineer, Civil V	005018	16	2
2	B	Administrative Officer III	169013	15	1
2	B	Field Project Manager	18200S	15	1
1	B	Right of Way Agent IV	191012	14	1
1	B	Supervisor, Field Right of Way	191022	16	1

Total: 12

Female Underutilization

1	C	Design Technician I	005022	10	5
1	C	Design Technician II	005023	11	6
1	C	Designer I	005024	12	5
1	C	Designer II	005025	13	5
1	C	Designer III	005048	14	6
1	C	Design Supervisor	005049	15	2
1	C	Road Plan Checker	005050	15	1
2	C	Engineering Technician I	018003	10	4
1	C	Engineering Technician II	018004	11	6
1	C	Engineering Technician III	018005	13	18
2	C	Survey Aide I (Temporary)	018009	6	6
1	C	Contract Technician	019013	14	1
1	C	Laboratory Technician II	029005	10	2
1	C	Laboratory Technician III	029006	11	6
2	C	Right of Way Agent III	191011	13	1
1	C	Planning Technician II	199042	10	1
1	C	Traffic Technician I	199015	10	1
1	C	Traffic Technician II	199016	11	1
1	C	Traffic Checker I	919002	7	2

Total: 79

Female Underutilization

2	D	GVW Enforcement Officer I	379017	11	7
1	D	GVW Enforcement Officer II	379018	12	1

Total: 8

Female and Minority Underutilization

1	E	Laboratory Supervisor I	029008	12	2
1	E	Laboratory Supervisor II	029009	13	1
1	E	Utility Agent	019018	14	2
1	E	Review Appraiser	191008	15	1

Total: 6 Female
1 Minority

Female Underutilization

1	F	Stocker with Terminal	992204	7	3
---	---	-----------------------	--------	---	---

Total: 3

Female Underutilization

2	G	Mechanic/Machinist	996301	10	1
1	G	Painter	998401	9	1
1	G	Painter Foreman	998402	10	1
2	G	Equipment Operator II	998520	9	1
2	G	Field Maintenance Supervisor A	998907	11	3

Total: 7

Female Underutilization

1	H	Custodial Worker III	382003	6	1
2	H	Division Maintenance Superintendent	899008	14	1
1	H	Stockman	992201	6	1
2	H	Truck Driver U5T	999001	7	2
1	H	Service/Combination A	999101	5	2

Total: 7

**EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
STATE AND LOCAL GOVERNMENT INFORMATION (EEO-4)**

EXCLUDE SCHOOL SYSTEMS AND EDUCATIONAL INSTITUTIONS

(Read attached instructions prior to completing this form)

APPROVED BY
OMB
3046-0008

DO NOT ALTER INFORMATION PRINTED IN THIS BOX

MAIL COMPLETED
FORM TO

A. TYPE OF GOVERNMENT (Check one box only)

- ☒ 1. State ☐ 2. County ☐ 3. City ☐ 4. Township ☐ 5. Special district

☐ 6. Other (Specify) _____

B. IDENTIFICATION

1 NAME OF POLITICAL JURISDICTION (If same as label, skip to Item C)

Montana Department of Highways

EEOC
USE
ONLY

A

2 Address - Number and Street

CITY/TOWN

COUNTY

STATE/ZIP

2701 Prospect Avenue

Helena

Lewis & Clark

59620
Montana

B

C. FUNCTION

(Check one box to indicate the function(s) for which this form is being submitted. Data should be reported for all departments and agencies in your government covered by the function(s) indicated. If you cannot supply the data for every agency within the function(s), please attach a list showing name and address of agencies whose data are not included.)

<input type="checkbox"/>	1 FINANCIAL ADMINISTRATION Tax assessing, tax billing and collection, budgeting, purchasing, central accounting and similar financial administration carried on by a treasurer's, auditor's or comptroller's office and	<input type="checkbox"/>	8. HEALTH Provision of public health services, out-patient clinics, visiting nurses, food and sanitary inspections, mental health, alcohol rehabilitation service, etc.
<input type="checkbox"/>	GENERAL CONTROL. Duties usually performed by boards of supervisors or commissioners, central administrative offices and agencies, central personnel or planning agencies, all judicial offices and employees (judges, magistrates, bailiffs, etc.)	<input type="checkbox"/>	9. HOUSING. Code enforcement, low rent public housing, fair housing ordinance enforcement, housing for elderly, housing rehabilitation, rent control.
<input checked="" type="checkbox"/>	2 STREETS AND HIGHWAYS Maintenance, repair, construction and administration of streets, alleys, sidewalks, roads, highways and bridges	<input type="checkbox"/>	10. COMMUNITY DEVELOPMENT. Planning, zoning, land development, open space, beautification, preservation.
<input type="checkbox"/>	3 PUBLIC WELFARE Maintenance of homes and other institutions for the needy, administration of public assistance. (Hospitals and sanatoriums should be reported as item 7.)	<input type="checkbox"/>	11 CORRECTIONS. Jails, reformatories, detention homes, half-way houses, prisons, parole and probation activities.
<input type="checkbox"/>	4 POLICE PROTECTION Duties of a police department, sheriff's, constable's, coroner's office, etc. including technical and clerical employees engaged in police activities.	<input type="checkbox"/>	12 UTILITIES AND TRANSPORTATION. Includes water supply, electric power, transit, gas, airports, water transportation and terminals.
<input type="checkbox"/>	5 FIRE PROTECTION Duties of the uniformed fire force and clerical employees. (Report any forest fire protection activities as item 6.)	<input type="checkbox"/>	13 SANITATION AND SEWAGE Street cleaning, garbage and refuse collection and disposal. Provision, maintenance and operation of sanitary and storm sewer systems and sewage disposal plants.
<input type="checkbox"/>	6 NATURAL RESOURCES. Agriculture, forestry, forest fire protection, irrigation, drainage, flood control, etc., and	<input type="checkbox"/>	14 EMPLOYMENT SECURITY
<input type="checkbox"/>	PARKS AND RECREATION Provision, maintenance and operation of parks, playgrounds, swimming pools, auditoriums, museums, marinas, zoo, etc.	<input type="checkbox"/>	15. OTHER (Specify on Page Four)
<input type="checkbox"/>	7 HOSPITALS AND SANATORIUMS. Operation and maintenance of institutions for inpatient medical care.		

D EMPLOYMENT DATA AS OF JUNE 30

January - December 1983

Do not incl de elected/appointed officials Blanks will be counted as zero

1 FULL TIME EMPLOYEES (Temporary employees not included)

CE CATEGORIES	ANNUAL SALES	TOTAL (THOUSANDS) B1 A	MALE					FEMALE				
			NON HISPANIC ORIGIN		HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	NON HISPANIC ORIGIN		HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
			WHITE B	BLACK C				WHITE G	BLACK H			
1	0159											
2	6099											
3	10000											
4	13000											
5	16000											
6	20000	3						3				
7	25000	12	12									
8	30000 PLUS	33	32				1					
9	0159											
10	6099											
11	10000											
12	13000	7	1					6				
13	16000	24	11					12				
14	20000	100	84			1	3	12				1
15	25000	153	145			3	2	3				
16	30000											
17	35000	13	12					1				
18	40000											
19	45000											
20	50000	10	8					2				
21	55000	59	39				3	15		1		1
22	60000	155	124		2	2	4	22				1
23	65000	192	183		1		4	4				
24	70000	16	16									
25	75000											
26	80000											
27	85000											
28	90000											
29	95000	14	11					3				
30	100000	53	46				1	6				
31	105000	5	4									
32	110000											
33	115000											
34	120000											
35	125000	1	1									
36	130000	9	2					2				
37	135000	13	13									
38	140000	5	5									
39	145000											
40	150000											
41	155000											
42	160000											
43	165000											
44	170000	41	8					32				1
45	175000	2	1					27				
46	180000	5						5				
47	185000	2	2									
48	190000											
49	195000											
50	200000											

(Do not include elected/appointed officials. Blanks will be counted as zero)

JUL CATEGORIES	ANNUAL SALARY (In thousands 000)	TOTAL (COLUMNS B K) A	MALE					FEMALE				
			NON-HISPANIC ORIGIN		HISPANIC D	ASIAN OR PACIFIC ISLANDER E	AMERICAN INDIAN OR ALASKAN NATIVE F	NON-HISPANIC ORIGIN		HISPANIC I	ASIAN OR PACIFIC ISLANDER J	AMERICAN INDIAN OR ALASKAN NATIVE K
			WHITE B	BLACK C				WHITE G	BLACK H			
SKILLED CRAFT	49 \$ 0.1-5.9											
	50 6.0-9.9											
	51 10.0-12.9											
	52 13.0-15.9	2	2									
	53 16.0-19.9	78	78									
	54 20.0-24.9	286	273	1		12						
	55 25.0-32.9	12	12									
	56 33.0 PLUS											
JULY MAINTENANCE	57 0.1-5.9											
	58 6.0-9.9											
	59 10.0-12.9	4	3				1					
	60 13.0-15.9	4	3				1					
	61 16.0-19.9	270	244	3	1	15	4				3	
	62 20.0-24.9	3	3									
	63 25.0-32.9	19	19									
	64 \$ 33.0 PLUS											
5 TOTAL FULL TIME												
LINES 1-64)		1631	1402	-0-	7	7	46	161	-0-	1	-0-	7

6 OFFICIALS ADMIN											
7 PROFESSIONALS	2	2									
8 TECHNICIANS	64	53				1	9				1
9 PROTECTIVE SERV											
0 PARA PROFESSIONAL											
1 OFFICE CLERK	19	3				1	14				1
2 SKILLED CRAFT	3	2					1				
3 SERV MAINT	58	55				2	1				
4 TOTAL OTHER THAN FULL TIME	146	115	-0-	-0-	-0-	4	25	-0-	-0-	-0-	2

REMARKS (List National Crime Information Center (NCIC) numbers assigned to any Criminal Justice Agencies whose data are included in this report.)

*** INCLUDE LIST OF AGENCIES IN THIS FUNCTION ***

CERTIFICATION I certify that the information given in this report is correct and true to the best of my knowledge and was reported in accordance with accompanying instructions. Wilfully false statements on this report are punishable by law U.S. Code, Title 18, Section 1001.

NAME OF PERSON TO CONTACT REGARDING THIS FORM

Betty R. Taylor

ADDRESS (Include street, city, state, and zip code)

2701 Prospect Avenue

Room 129

Helena, Montana 59620

TITLE

Manager - Civil Rights Unit

TELEPHONE NUMBER

AREA CODE

(406) 444-6333

DATE

SIGNED NAME TITLE OR AUTHORIZED OFFICIAL

NATURE

3/23/84

Betty R. Taylor, Mgr

B.R. Taylor, Manager

U.S. GPO

PAGE

